



Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

DATE: January 7, 2022

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Richard Rydecki Allison Coakley
Assistant Administrator Training Coordinator

SUBJECT: Municipal Clerk Training for the 2020-2021 Term – **Final Deadline for Reports**

The 2020-2021 training term for municipal clerks ended on December 31, 2021. The clerk training list has been updated and posted along with this communication. The list should reflect any training clerks have sent into the training mailbox using the prescribed form or entered into the WisVote system.

Please continue to send in your training reports or enter into WisVote any election training you have taken prior to December 31, 2021. The WEC is required by state law to notify the governing bodies of any clerks who have not submitted sufficient hours of training by the end of the term and are considered noncompliant with state law.

The final deadline for clerks to report their training to the WEC for the 2020-2021 training term is **Friday, January 14, 2022.**

Please Note:

- Municipal clerks are required by state law to take and report at least six hours of election training each 2-year training term to the Wisconsin Elections Commission.
- Election training taken between January 1, 2020 and December 31, 2021 will recertify a municipal clerk for the upcoming 2022-2023 term.
- For new municipal clerks, three of the six hours must be the Municipal Clerk Core training class or the equivalent training taken at the Wisconsin Municipal Clerks Institute in Green Bay.
- Report your training to us using the form on our website: <https://elections.wi.gov/forms/mct-hours-reporting> or by entering the training directly into WisVote if you use the system. The training will be displayed as “approval pending” until we review the training submission and mark it approved or denied.
- Clerks who are not compliant with state training laws must take the 3-hour Municipal Clerk Core Training class and three hours of election training before their first election in 2022 to be considered certified to conduct the elections.

If you have any questions, please contact Allison Coakley: allison.coakley@wi.gov or (608) 261-2033. Thank you.

Wisconsin Elections Commissioners

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe